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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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## HUMAN RESOURCES MEMORANDUM NO. 04-006

**February 4, 2004**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: 2004 W-4 Employee Withholding Form**

Attached is an updated Federal W-4 tax withholding form for 2004. Employees are encouraged to review their current withholding status and use the new W-4 form if any changes are desired. If no changes are made, it is not necessary to complete a new form.

Employees who are currently claiming exempt status *must* complete a new form to either affirm their exempt status or to change their status as appropriate.

Offices must begin immediately using the 2004 W-4 forms in their New Hire Orientation packages.

Please contact the Human Resources Office at (225) 342-0880 if you have any general questions about completing this form. Employees who need assistance in determining how much tax to withhold should contact the IRS or a tax consultant.

Attachment

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